



ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR

CITY OF BURLINGAME, CA

THE COMMUNITY

The City of Burlingame is a thriving and sophisticated suburban city of approximately 32,348 people in San Mateo County, California. Located three miles south of San Francisco International Airport on the beautiful San Francisco Peninsula, the city is a prime vacation destination for people wishing to visit the Bay Area. Its two main downtown areas, Broadway and Downtown Burlingame Avenue, are well-known commercial destinations featuring an eclectic mix of boutiques, restaurants, family-owned and operated small shops, and national retailers. At approximately six square miles, Burlingame boasts a significant shoreline on San Francisco Bay and enjoys a warm, sunny microclimate. The area's temperate Mediterranean climate makes outdoor recreation appealing year-round. Golfers can be found on the golf course even throughout winter, when clear, cool days often break up the area's wet spells. Additional sporting, entertainment, and arts and culture activities can be found throughout the Bay Area.

The 500-mile-long bicycle and pedestrian San Francisco Bay Trail meanders along Burlingame's shoreline, while State Highway 101 and Interstate 280 traverse the city. Burlingame is easily accessible by public transportation. Caltrain, the seventh-largest commuter rail system in the country, has two stops in Burlingame, with one operating on weekends only, and Bay Area Rapid Transit (BART) is within a short distance of the northern part of the city. Burlingame is located on the most dynamic economic corridor in the world, in close proximity to Silicon Valley innovation leaders such as Google, LinkedIn, Meta, Adobe, Box, Salesforce, Tesla, Apple, Genentech, and X (formerly Twitter). The Peninsula also includes major global institutions and destinations such as Stanford University, University of California San Francisco, and stadiums for the San Francisco 49ers, San Francisco Giants, San Jose Sharks, and Golden State Warriors and Valkyries.

Burlingame is also known for its exceptional quality of life – from public safety to an excellent public school system. Often referred to as the City of Trees, Burlingame maintains over 16,500 trees representing 294 species.

The city's overall tree canopy covers 71% of streets and sidewalks. In addition to its six large parks and athletic fields, the City maintains seven neighborhood parks. It is home to the Mills Canyon Wildlife Area, Bayside Community Garden, Skyline Open Space Park, and Bayfront Bird Sanctuary. To find out more about this beautiful and charming city, visit www.burlingame.org.

CITY GOVERNMENT

Incorporated in 1908, Burlingame is a General Law City operating under the Council-Manager form of government. Five City Council members are elected by district to four-year terms; the Mayor and Vice-Mayor are chosen annually by the Council from among its members. The current City Council is progressive, forward-thinking, and innovative, and maintains positive and productive relationships with its professional staff. The Council appoints the City Attorney and City Manager, who serves as chief administrative officer and is responsible for appointing the City Clerk and members of the executive team. Lisa Goldman has served as City Manager since late 2012, fostering a collaborative, supportive, and high-performing organizational culture.

The City of Burlingame is comprised of departments that deliver municipal services including police, public works (water and sewer, streets, and storm drainage), community development, parks and recreation, and library services; these departments are supported by the general government departments of human resources, finance, legal services, and City administration. Fire protection is provided by the Central County Fire Department, through a joint powers agreement between the City of Burlingame and the Town of Hillsborough.

Despite economic uncertainty, Burlingame remains fiscally strong. The City has a FY 2026-27 total budget of \$188 million and a General Fund budget of \$92.9 million, with \$48.8 million in General Fund reserves and a staff of 237.40 full-time equivalents.

The City of Burlingame prides itself on being an "Employer of Choice" and embraces a participative approach in managing the City and the organization.

As a self-described "small city that gets a lot done," staff is comprised of an energetic, dynamic, and proactive team of individuals who care deeply about integrity, innovation, service to the community, and their commitment to diversity and inclusivity. In addition, there is a healthy and mutually respectful relationship between elected officials and staff, which helps foster an environment where employees feel valued for their contributions. To hear from employees about what's great about working for the City of Burlingame, view this video: <https://bit.ly/Work4Burlingame>.

THE COMMUNITY DEVELOPMENT DEPARTMENT

Burlingame's Community Development Department is responsible for long-range and current planning activities, plan checking, building permit issuance, and field inspections of all buildings and structures in the city. The Department also serves as a resource to assist local businesses and to attract new businesses to the community. The Department's mission is to serve as a one-stop source of information and guidance to residents and business owners desiring to engage in development or business activities within the community. The Department consists of three divisions: Planning, Building, and Economic Development and Housing, and is supported by a FY 26-27 Budget of just over \$7.7 million and 19.75 talented staff. Department staff takes pride in providing exceptional customer service and creative solutions that ensure a positive, streamlined customer experience.

In response to increased development activity and a recent retirement, Burlingame has reorganized the Community Development Department, creating the new Assistant Community Development Director position. The Assistant Director serves as the lead for the Planning Division, overseeing current and advanced planning efforts and contributing to cross-organizational projects. The Planning Division, supported by a \$2.6 million FY 2026-2027 budget and a team of 7 staff, is responsible for maintaining the City's General Plan and specific plans, and for maintaining, updating, and administering the City's zoning and sign regulations.



THE IDEAL CANDIDATE

The City seeks a knowledgeable and credible industry professional who is well-versed in contemporary urban planning practices in both current and advanced planning. This personable leader will bring exceptional communication and interpersonal skills with the ability to bring a talented team together to provide high-quality service to the community. They will enjoy working in a fast-paced environment on a variety of projects and value working closely with a knowledgeable and participative community. With a clear understanding of the evolving legal framework in California, this experienced industry leader will understand what it takes to deliver quality projects in a dynamic environment.

The Assistant Director will be an excellent people manager and mentor with high emotional intelligence who is an approachable leader known for building strong relationships and being accessible to staff. With exceptional leadership skills, this collaborative professional will work with employees to create a vibrant team-oriented culture. A coaching style will serve the future Assistant Director well in effectively developing less experienced staff and bringing a diverse team together to produce high-quality work and enhance service to the community. As a hands-on, working executive, they will be flexible, ready to lean in where needed to meet critical deadlines and able to pivot to address evolving priorities.

With a welcoming style, the individual selected will be able to effectively interact with a variety of stakeholders and enjoy working collaboratively with colleagues to achieve the City's strategic goals and objectives. A leadership style that values diverse opinions and perspectives and welcomes staff and community input to ensure the best possible solutions is preferred.

With extensive interaction with the community, elected and appointed officials, and City staff, the ideal candidate will be an exceptional communicator with effective presentation skills and a good sense of humor. The ability to communicate complex information in an understandable manner appropriately tailored to the audience will be expected. The individual selected will exhibit a calm demeanor and have extensive community engagement experience on challenging projects and issues.

They will bring exceptional problem-solving skills, a continuous improvement mindset, and the ability to leverage technology to streamline operations, improve efficiency, and enhance customer service. As a talented written and oral communicator with sophisticated political acumen, the ideal candidate will be a skilled negotiator able to develop creative solutions with positive results as they work with developers and community stakeholders to deliver successful projects.

A minimum of seven years of progressive experience in municipal planning with an emphasis on current and advanced planning, including three years of administrative and management experience in a supervisory and leadership role, and a Bachelor's degree in Planning, Urban Studies, Public Administration, or a related field, is required.





COMPENSATION & BENEFITS

The salary range for this position is \$176,170 - \$214,102. Placement within the range will be DOQE. In addition to salary, Burlingame offers a competitive benefits package that includes, but is not limited to:

- **Telework Program** - allows eligible employees to work remotely up to 50% of the time.
- **Retirement** - PERS 2.5% at 55, Classic employees pay 8% required employee contribution plus 1.5% of the City's contribution to CalPERS retirement via payroll deduction on a pre-tax basis; 2.0% at 62, new members (PEPRA) pay 7.25% required employee contribution only. Burlingame does not participate in Social Security, except for the required Medicare.
- **Health Insurance** - Employee can choose from medical plans provided through CalPERS. City pays 92.5% of selected medical premium, up to the third highest cost plan.
- **Retiree Health/Health Reimbursement Arrangement** - City contributes 3% of base pay for 0-4 years of service; 4% of base pay for 5-19 years of service, 6.5% of base pay for 20+ years of service. In addition, employee contributes 2% of their own salary to their HRA account.
- **Dental Reimbursement Plan** - City will reimburse up to \$2,500 per calendar year for the employee. In addition, there is a reimbursement of \$1,500/year for each dependent, not to exceed \$3,000 cumulative for all dependents per calendar year. Orthodontic is included.
- **Vision Reimbursement Plan** - The maximum reimbursement for an employee for vision reimbursement is \$1,000 annually, not including an eye examination. If an eye examination is performed, the maximum reimbursement will be increased to \$1,200. The maximum cumulative reimbursement for vision eligible expenses for eligible dependents will not exceed \$600 per year, including eye examinations. City will reimburse up to \$3,000 for corrective eye surgery for employees only.
- **Life Insurance** - City pays the premium for a \$100,000 term policy. Supplementary voluntary life insurance is available at the employee's cost.
- **Long-Term Disability** - City provides coverage equal to 60% of monthly salary up to maximum of \$8,000.
- **Vacation Leave** - Accrual of 10 days annually for the first four years; increasing periodically thereafter to 23 days annually after 18 years. Credit may be given for prior public service.
- **Administrative Leave** - Accrual at the rate of 80 hours per year.
- **Paid Holidays** - 14 days annually (includes two floating holidays).
- **Sick Leave** - Accrual at the rate of 12 days per year.
- **Deferred Compensation** - City matches \$45 per biweekly pay period to a 457 plan.
- **Other Benefits** - Tuition Reimbursement (up to \$3,500 per year), Employee Assistance Program, Whole Life Insurance, Critical Illness and Injury Insurance, Section 125 Plan, Transportation Incentive Program, Bilingual Pay Certification, Paid Parental Leave (4 weeks), and reduced fees on recreation fitness classes.



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APPLICATION & SELECTION PROCESS

The closing date for this recruitment is **midnight, Sunday, September 27, 2026**. To be considered for this opportunity, upload a compelling cover letter, resume, and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com. This is a confidential process and will be handled accordingly throughout the various stages of the process.

Following the closing date, applicants with the most relevant qualifications will be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be invited to participate in additional interviews with the City. The City anticipates making an appointment in a timely manner, once negotiations and background and reference checks are completed. Please note that references will not be contacted until mutual interest has been established.